

Village of Brooklyn

P.O. Box 189 • 210 Commercial Street • Brooklyn, Wisconsin 53521
(608) 455-4201 • Fax: (608) 455-1385 • [E-mail: clerk@brooklynwi.gov](mailto:clerk@brooklynwi.gov)

Finance Committee Minutes August 6th 2014

The Finance Committee meeting was called to order at 5:05 P.M. by McNaughton. Committee members in attendance were John McNaughton and Pat Hawkey. President Walsten was absent. Clerk Strause was present.

Motion Hawkey second McNaughton to approve the committee minutes of 07/09/2014.
Approved unanimously.

Review Police Department request for computers/equipment
Chief Barger presented his proposals and the committee reviewed.

Motion Hawkey second McNaughton to recommend to the board to approve the Police Department purchase of computer equipment up to \$9300.00 broken down as listed.

Cruiser: Panasonic Toughbook computer and associated accessories as follows:
Computer \$4502 + CD/DVD drive \$315.00 and install labor of \$200.00. Total \$5017.00
Office: Server \$2834.91 + \$1400.00 install labor. Total \$4234.91.

Minus:

\$4450.00 reserves in existing budget.

Any additional Police Department budget surplus monies.

Potential DOT funding.

Maximum budget overage \$4900.00

Clerk/Treasurer report

Nothing to report.

CIP review

Chair McNaughton is reviewing the 2011 EDC Village survey results.

Purchasing policy review

Current open account list was reviewed>

Motion: Hawkey second McNaughton to leave current list as is with no new additions.
Approved unanimously.

2013 Fund Balance and Auditor recommendation

Auditor recommended 25% of operational costs to be ideal for a Fund Balance. The total 2013 governmental funds – expenses was \$1,740,575 x 25% = \$435,144. The 2013 Fund Balance is \$525,210 which had an increase of \$304,585 from the 2012 Fund Balance due mostly from refinancing done in 2013.

2015 Budget timeline

Committee reviewed the timeline and Clerk Strause said that up to 2 special Board meeting may be required.

2015 Village Board/ Clerk's Office Budget

Clerk Strause advised the budget is stable. Workers comp costs will increase approximately 6.9% effective 10/01/2014. Our policy expires 12/31/14 and new rates will apply at that time.

Review/Recommendation of RFP for legal services

Motion: McNaughton second Hawkey for the board to approve sending out the RFP for legal services.

Approval for Deputy Clerk Brewer to attend the Annual WMCA Conference in Rothschild, WI Aug 20-22.

Motion: Hawkey second McNaughton to recommend to the Board to approve Deputy Clerk Brewer to attend the Annual WMCA Conference in Rothschild, WI Aug 20-22 at an estimated cost of \$634.00.

Monthly financial balance sheets and collateralization were reviewed. The Village is fully collateralized.

Summary of attorney and engineering fees was reviewed.
Reviewed by the committee.

The monthly payroll overtime worksheet was reviewed.

The monthly invoice worksheet was reviewed.

Monthly bills were reviewed and will be presented to the Board at the August 11th, 2014 meeting.

Motion: McNaughton second Hawkey to adjourn at 5:55 P.M.